

D&S DIVERSIFIED TECHNOLOGIES LLP

DBA HEADMASTER LLP

333 OAKLAND AVENUE, FINDLAY, OH 45840

LOCAL 419-420-1605 - FAX 419-422-8328

TOLL FREE 877-851-2355 - WEB www.hdmaster.com

*Providing STNA testing solutions for Ohio**

JULY 2010, VERSION 9.0(July 14, 2010)

****Changes are highlighted in red****

CHANGES EFFECTIVE AUG 1, 2010

Contact Information

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

Diversified Technologies.....8:00 am to 5:00 pm M-F.....(877) 851-2355
333 Oakland Avenue..... 8:00 am to 2:00 pm Sat.....
Findlay, OH 45840.....Fax (419) 422-8328

Questions about registry status:

Ohio Department of Health
Ohio Nurse Aide Registry 8:00 am to 5:00 pm M-F..... (800) 582-5908 (in-state)
246 North High Street..... (614) 752-9500 (out-of-state)
Columbus, OH 43215..... Fax (614) 466-8692

Questions about training programs:

Ohio Department of Health...
Nurse Aide Training and Competency Evaluation Program (NATCEP).... 8:00 am to 5:00 pm M-F
246 North High Street.....(614) 752-8285
Columbus, OH 43215..... Fax (614) 995-5085

Table of Contents

Introduction.....	2
Nurse Aide Registry Requirements.....	2
The Written/Oral Test.....	3
Written Test Content Outline.....	3
The Skill Test/What to Expect.....	3
ADA Accommodations.....	4
Manual Skill Tasks Listing.....	4-12
Test Day.....	12
Testing Policies.....	12
Reschedules and Cancellations.....	12
NO SHOWS.....	12-13
Security.....	13
Test Results.....	13
The Registry.....	13
Sample Questions.....	13
Required Forms/On-line Test Notification.....	13
Vocabulary List	14-16

Introduction

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for nurse aides who work in such facilities. Each state is responsible for following 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 for 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 identified as state tested and listed on the Ohio nurse aide registry.

Ohio 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 use this handbook or contact D&SDT at www.hdmaster.com or call local (419) 420-1605 or toll free 877-851-2355. This handbook should be kept for future reference.

Nurse Aide Registry Requirements

Ohio Administrative Code (OAC) rule 3701-17-07.3, describes the maintenance for all individuals who have met the competency requirements of division (A) of section 3721.32 of the Ohio Revised Code and are on the Nurse Aide Registry.

The Ohio Department of Health will not continue to list an individual on the registry as eligible to work in a long-term care facility unless the department has received verification in accordance with paragraph (C) of this rule that the individual provided at least seven and one-half consecutive hours or eight hours in a forty-eight hour period of nursing and nursing-related services for compensation during the twenty-four month period immediately following either the date that the individual was placed on the registry or the most recent date of verified work.

If an individual desires to remain on the registry as eligible to work as a nurse aide but is not eligible because more than twenty-four consecutive months have passed since the last date of verified work, the individual must do one of the following:

1. Submit documentation showing that he or she has provided at least seven and one-half consecutive hours or eight hours in a forty-eight-hour period of nursing and nursing-related services for compensation during that twenty-four month period; or
2. Successfully complete additional training and competency evaluation by complying with paragraphs (D)(1) and (D)(2) of rule 3701-17-07.1 of the Administrative Code.

The documentation required in paragraph (C)(1) of this rule shall include either of the following:

1. In the case of a facility, agency or any other health care provider that is authorized under applicable law to provide services that include implementation of portions of a nursing regimen, as defined by section 4723.01 of the Revised Code, a statement verifying the dates that the individual performed nursing and nursing-related services for compensation; or
2. A statement by a physician or nurse verifying that he or she has personal knowledge that the individual provided nursing and nursing-related services to a patient under the physician's or nurse's care. The statement shall further verify:

The name of the individual that provided nursing and nursing-related services for such patient;

The nature of the nursing and nursing-related services and the date or dates the individual last provided seven and one-half consecutive hours or eight hours in a forty-eight hour period of nursing and nursing related services;

That the individual received compensation for the services specified in paragraph (D)(2)(b) of this rule. If the physician or nurse is unable to verify that the individual was compensated for those services, the individual must provide further proof that he or she received compensation for the specified services.

Additional questions regarding these rules may be addressed to either the Nurse Aide Registry at (800) 582-5908 (in state) or (614) 752-9500 (out of state). If you have questions regarding the location of nurse aide training classes you may call (614) 752-8285.

The Written/Oral Test

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 79 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 if you are taking a paper test. For WEBETEST®, electronic testing, you will use either the mouse or keyboard to choose your correct answers. 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 have difficulty reading English. If you want to take the oral test you must request it when you submit your application. There is an additional charge for the oral test. The questions are read to you from a cassette tape in addition to having the written test and scan form for the paper test. For the WEBETEST® you will hear the questions on the computer headphones. Nine of the questions will not be read on the oral tape and **MUST** be read and answered without aide of the oral tape. These nine questions serve as the reading comprehension requirement as required by the Ohio Department of Health.

All test materials must be left in the testing room. Anyone who takes or tries to take materials or information from the testing room is subject to prosecution to the full extent of the law and will be reported to the Ohio Department of Health and will not be allowed to take the test again without ODH approval.

Written Test Content Outline

The Written Test **consists of 79 multiple-choice items/questions.** Questions are selected from subject areas based on the Ohio Department of Health test plan and include questions from all the required categories as defined in the OBRA regulations. The subject areas and number of items are as follows:

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

The Skill Test

The purpose of the skill test is to evaluate your nurse aide skills. You will find a complete list of skill tasks printed in this handbook. Hand Washing will be one of the skill tasks you will need to perform. Four (4) additional skill tasks will be randomly selected from the list for you to perform on your skill test. The steps that are listed for each skill task are the steps required for a nurse aide to completely perform the task. You will be scored on each of these steps. You must have a score of 80% on each task **without missing any key steps (the bolded steps)** to pass the skill portion of the test. If you fail a single task you will have to take another skill test with five tasks on it, at least one of which will be one that you failed.

What to Expect

- Each of the five scenarios associated with your five assigned tasks will be read to you immediately before you do each task.
- **Please check the web site for any possible changes in the skills prior to taking your skill test.**
- Listen carefully to all instructions given by the test observer. You may request to have any of the five skill task scenarios repeated anytime during your skill test.
- Be sure you understand all instructions before you begin your skill test because you may not ask questions once the skill test begins. Reminder that you must actually perform each step to get credit for that step.
- Expect to spend no more than 4 hours at the test site on your testing day.
- You will be given thirty-five (35) minutes to complete the five (5) skill 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.

ADA Accommodations

The Ohio Department of Health and D & S Diversified Technologies nurse aide testing program provide 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 forms 1404OH located on our web site at www.hdmaster.com and return completed forms to D & S Diversified Technologies along with your initial application, or call 877-851-2355 for information. Please allow an additional two weeks to your normal testing time frames if requesting an ADA accommodation.

Manual Skill Tasks Listing

Skill 1—Hand Washing

1. Introduces self 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 –Abdominal Thrust on Conscious Resident

1. Identifies symptoms of choking
2. Asks actor, "Are you choking?"
3. Brings actor to a standing position while calling for help
4. Stands behind resident
5. Wraps arms around resident above the waist.
6. Candidate makes a fist with one hand.
7. Places the thumb side of the fist against resident's abdomen
8. Positions fist slightly above navel and below bottom of sternum
9. Grasps fist with other hand
10. Verbalizes that he/she will press fist and hand into the resident's abdomen with an inward, upward thrust.
11. Verbalizes that he/she will thrust at least three times.
12. **Stops, asks actor, "Are you still choking?" Actor will say, "No." (Tester will ask what would you have done if the resident would have indicated that they were still choking)**
13. Candidate states, "I would repeat this procedure until it is successful or the resident lost consciousness.
14. Resident would then be placed in a supine or recovery position (Must be physically performed)

Skill 3—Ambulation using a Gait Belt

1. Identifies that hands should be washed.
2. Explains procedure to be performed and obtains gait belt.
3. **Locks bed brakes to ensure resident's safety.**
4. Lowers bed to a position so the resident's feet will rest comfortably flat on the floor when sitting on the bed.
5. Brings resident to sitting position with feet flat on the floor and places gait belt around waist to stabilize trunk. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident.
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 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.
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—Ambulation with Walker

1. Identifies that hands should be washed.
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.
10. Safely ambulates resident at least 10 steps.
11. Assists resident to pivot and sit, using correct body mechanics.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device within easy reach of the resident.
14. Identifies that hands should be washed

Skill 5—Applying Antiembolic Stocking to One Leg

1. Identifies that hands should be washed.
2. Explains procedure to resident.
3. Provides for resident's privacy by only exposing one leg and pulling privacy curtain.
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 6—Bedpan/Fracture Pan and Output

1. Identifies that hands should be washed.
2. Explains the procedure to resident.
3. Provides privacy for resident pulls curtain.
4. Candidate puts on gloves.
5. Positions resident on bedpan/fracture pan correctly using correct body mechanics
6. Positions resident on bedpan/fracture pan with pan in correct orientation,
7. Raises head of bed to comfortable level.
8. Leaves tissue within reach of resident and candidate steps away from the resident until RN Observer identifies resident is finished.
9. Candidate returns and gently removes bedpan/fracture pan and holds while Observer adds a known quantity of fluid.
10. Candidate measures output.
11. Empties graduate, rinses and dries bedpan/fracture pan and graduate and returns to storage. Flushes toilet if used.
12. Washes/assists resident to wash and dry hands with wet wash cloth and towel.
13. Turns gloves inside out as they are removed and disposes of gloves in an appropriate container
14. Records the output in cc/ml on signed recording sheet.
15. **Candidate's measurement reading is within 25cc/mL of RN Observer's reading.**
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 7—Denture Care

1. Identifies that hands should be washed.
2. Explains procedure to resident.

3. Lines sink with a protective lining that would help prevent damage to the dentures. (Towel, paper towel or washcloth)
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/or 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 rinsed cup.
9. Adds cool clean water to denture cup.
10. Cleans and dries equipment and returns to storage.
11. Discards protective lining in an appropriate container.
12. Turns gloves inside out as they are removed 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 8—Dressing Resident

1. Identifies that hands should be washed.
2. Explains the procedure to the resident.
3. Provides privacy for resident. (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 his/her 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 pants, the Candidate assists the resident to raise buttocks or turns resident from side to side 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. When putting on the resident's shoes, the Candidate slips each shoe on and securely fastens the shoe with velcro tabs or ties.
11. Leaves the resident comfortably and properly dressed.
12. Maintains respectful, courteous interpersonal interactions at all times.
13. Leaves call light or signaling device within easy reach of the resident.
14. Identifies that hands should be washed.

Skill 9-Emptying a Urinary Drainage Bag

1. Identifies that hands should be washed.
2. Explains procedure to resident
3. Provides for privacy pulls privacy curtain
4. Puts on gloves
5. Places a barrier on the floor under the drainage bag.
6. Places the graduate on the previous placed barrier. Opens the drain to allow the urine to flow into the graduate.
7. Avoids touching the graduate with the tip of the tubing. Closes the drain.
8. **Wipes the drain with antiseptic wipe.**
9. Replaces drain in holder. With graduate at eye level, measures output.
10. Empties graduate into toilet. Cleans and dries equipment. Returns equipment to storage.
11. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container.
12. Leaving resident in a position of safety and comfort.
13. Records the output in cc/ml on signed recording sheet.
14. **Candidate's measurement is within 25cc of Observer's measurement.**
15. Places call light within reach of resident.
16. Maintains respectful, courteous interpersonal interactions.
17. Identifies that hands should be washed.

Skill 10—Feeding the Dependent Resident

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Identify resident's name against the diet card and verbalizing 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 and dries resident's hands and face before feeding.
7. Discards soiled linen appropriately.
8. Candidate positions self at eye level sitting down and facing the resident while feeding resident.
9. Describes the foods being offered to the resident.
10. Alternately offers each fluid frequently. (Two fluids will be offered)
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 frequently.
13. Leaves resident clean and in a position of comfort.
14. Records intake in percentage of total solid food eaten on signed recording sheet.
15. Records the sum of the intakes of fluid in cc on signed recording sheet.
- 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— Hair Care

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Places towel on shoulders.
4. Asks resident how they would like their hair combed.
5. Combs/brushes hair gently and completely.
6. Discards linen in appropriate container.
7. Leaves hair neatly brushed, combed or styled.
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 12— Making an Occupied Bed

1. Identifies that hands should be washed.
2. Gathers linen and transports correctly.
3. Places clean linen on top of bedside stand, on over-bed table, over back of chair or drapes over foot of bed.
4. Explains procedure to resident.
5. Provides privacy pulls privacy curtain.
6. **Raises side rail opposite working side of the bed** or asks test observer to stand on the opposite side of the bed.
7. Raises bed to working height.
8. Resident is to remain covered at all times.
9. Assists resident to roll onto side toward raised side rail or test observer. Side rail remains up or test observer is directed to remain on side opposite candidate at all times during the task.
10. Rolls or fan folds soiled linen, soiled side inside, to the center of the bed.
11. Places clean bottom sheet along the center of the bed and rolls or fan folds linen against resident's back and unfolds remaining half.
12. Secures two fitted corners.
13. **Raises second side rail or asks test observer to stand opposite working side of the bed and assists the resident to roll over the bottom linen, preventing trauma and avoidable pain to resident.**
14. Removes soiled linen without shaking, and places in hamper.
15. Avoids touching linen to uniform.
16. Pulls through and smooths out the clean bottom linen.
17. Secures other two fitted corners.
18. Places clean top linen and blanket or bedspread over covered resident. Removes used linen making sure the resident is unexposed at all times.
19. Tucks in top linen and blanket or bedspread at foot of the bed.
20. Makes mitered corners at the foot of the bed.
21. Applies clean pillowcase, with zippers and/or tags to inside.
22. Gently lifts resident's head when replacing the pillow.
23. Lowers bed if it was raised.
24. Returns side rails to lowered position if side rails were used.
25. Maintains respectful, courteous interpersonal interactions at all times.
26. Leaves call light or signaling device within easy reach of the resident.
27. Identifies that hands should be washed.

Skill 13— Making an Unoccupied Bed

1. Identifies that hands should be washed.
2. Gathers linen and transports correctly.
3. Places clean linen top of bedside stand, on over-bed table, over back of chair or drapes over foot of bed.
4. Elevates bed to appropriate working height.
5. Removes soiled linen from bed without shaking or contaminating uniform.
6. **Places removed linen in linen hamper.**
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 14— Mouth Care 6/2010 (Step 4 and 5 order change)

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. **Gathers equipment and supplies.**
4. Provides for resident's privacy pulls privacy curtain.
5. Candidate puts on gloves.
6. Drapes the chest with towel (Paper or cloth) to prevent soiling.
7. Applies toothpaste to toothbrush.
8. **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. (Candidate must verbalize as they perform the step)**
9. Cleans tongue.
10. Assists resident in rinsing mouth.
11. Wipes resident's mouth, removes soiled towel and places in appropriate container.
12. Empties and cleans emesis basin. Rinses toothbrush. Returns emesis basin and toothbrush to storage.
13. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container
14. Leaves resident in position of comfort.
15. Leaves call light or signaling device within easy reach of the resident.
16. Maintains respectful, courteous interpersonal interactions at all times.
17. Identifies that hands should be washed.

Skill 15— Nail Care One Hand

1. Identifies that hands should be washed.
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 wash cloth.
7. Files each fingernail.
8. Cleans equipment and returns to storage. Discards linen in linen hamper.
9. Identifies that hands should be washed.
10. Maintains respectful, courteous interpersonal interactions at all times.
11. Leaves call light or signaling device within easy reach of the resident.

Skill 16— Partial Bed Bath- Face, Arm, Hand and Underarm

1. Identifies that hands should be washed.
2. Explains procedure to the resident.
3. Pulls privacy curtain.

4. Raises bed to appropriate working level.
5. Covers resident with a bath blanket.
6. Fanfolds bed linens at least down to waist or moves linens to opposite side.
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, dries 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 reach of the resident.
19. Identifies that hands should be washed.

Skill 17—Perineal Care for a Female 6/2010- (Step 12 removed)

1. Identifies that hands should be washed.
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 or asks test observer to stand on the opposite side of the bed.
7. Turns resident to side and places waterproof pad under resident's buttocks then returns resident to his/her back OR raises hips and places waterproof pad under buttocks.
8. Puts on gloves.
9. Exposes perineum only.
10. Verbalizes separating labia.
11. **Using water and soapy washcloth, cleans both sides of labia from top to bottom using a clean portion of a washcloth with each stroke.**
12. Rinses and dries both sides from top to bottom.
13. Covers the exposed area with the bath blanket.
14. Assists resident (mannequin) to turn onto side away from the Candidate.
15. With a new washcloth, cleans the rectal area.
16. **Using water, washcloth and soap cleans area from vagina to rectal area with single strokes.**
17. Rinses and dries area from vagina to rectal area.
18. Removes waterproof pad from under buttocks.
19. Position resident (mannequin) on their back.
20. Disposes of soiled linen and bath blanket in an appropriate container.
21. Cleans and replaces equipment.
22. Turns gloves inside out as they are removed. Disposes of gloves in the appropriate container.
23. Lowers bed if it was raised.
24. Lowers side rail if side rail was used.
25. Places call light or signaling device within reach of resident.
26. Identifies that hands should be washed.

Skill 18—Position Resident on Side Updated (6/2010)

1. Identifies that hands should be washed.
2. Explains what is to be done and how the resident may help.
3. Pulls curtain, provides privacy.
4. Positions bed flat
5. **Raises side rail on opposite side of the bed or directs test observer to stand on opposite side of bed to provide for safety.**
6. **Candidate moves residents head, hips and legs toward self to provide room on the bed that will be used to safely turn the resident on side.**
7. **Assists/turns resident on side and insures that the resident's face never becomes obstructed by the pillow. (Candidate physically checks and verbalize checking)**
8. **Checks to be sure resident is not lying on his/her arm.**
9. Protects bony prominences, under head (must physically check), arm, behind back, and between knees by placing

support devices such as pillows, wedges, blankets, etc.

10. Maintains correct body alignment.

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 19—Range of Motion Hip & Knee

1. Identifies that hands should be washed.
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 ankle.
6. Moves the entire leg away from the body. (abduction)
7. Moves the entire leg back toward the body. (adduction)
8. Completes abduction and adduction of the hip three times.
9. Continue to correctly support joints and bend the resident's knee and hip toward the resident's trunk. (flexion of the hip and knee at the same time)
10. Straighten the knee and hip. (extension of knee and hip at the same time)
11. Complete flexion and extension of knee and hip three times.
12. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. Leaves resident in a comfortable position.
14. 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 20—Range of Motion One Shoulder

1. Identifies that hands should be washed.
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 the resident's joint by placing one hand under their elbow and the other hand under the resident's wrist.
6. Raises resident's arm up and over the resident's head. (flexion)
7. Brings the resident's arm back down to the resident's side. (extension)
8. Completes full range of motion for shoulder through flexion and extension three times.
9. Continue supporting joints correctly and move the resident's entire arm out away from the body. (abduction)
10. Return the resident's arm to the side of the resident's body. (adduction)
11. Completes full range of motion for shoulder through abduction and adduction three times.
12. **Does not cause discomfort or pain and does not force any joint beyond the point of free movement. Candidate must ask if they are causing any pain or discomfort.**
13. 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 21—Transfer from Bed to Wheelchair using a Gait Belt (Robe has been removed)

1. Identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt.
3. Positions wheelchair at the foot or head of bed.
4. **Locks wheelchair brakes to ensure residents safety.**
5. **Locks bed brakes to ensure residents safety.**
6. Lowers bed to lowest position so resident's feet will be flat on floor and assist resident to a sitting position.
7. Assist resident to put on non-skid slippers.
8. Places gait belt around waist to stabilize trunk.
9. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident.
10. While facing resident grasps gait belt with both hands and brings resident to standing position, using proper body mechanics.
11. With both hands grasping gait belt, transfers resident from bed to wheelchair.
12. Assist resident to pivot and assists them to sit in the wheelchair, in a controlled manner that ensures resident's safety.

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 22—Transfer from Wheelchair to Bed using a Gait Belt (6/2010 Robe removed off step 10)

1. Identifies that hands should be washed.
2. Explains the procedure to be performed to the resident and obtains a gait belt.
3. Positions wheelchair at the foot or head of the bed.
4. **Locks wheelchair brakes to ensure resident's safety.**
5. **Locks bed brakes to ensure resident's safety.**
6. 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. Tightens gait belt. Checks gait belt for tightness by slipping fingers between gait belt and resident.
8. While facing resident grasps gait belt with both hands and brings resident to standing position, using proper body mechanics.
9. Assists resident to pivot in a controlled manner that ensures safety and sits the resident on the bed.
10. Assists resident in removing non-skid slippers and gait belt.
11. Assists resident to move to center of bed and lie down, supporting extremities as necessary.
12. Makes sure resident is comfortable (offers blanket etc.) and is in good body alignment.
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 23— Vest Restraint in Bed

1. Identifies that hands should be washed.
2. Provides for privacy—pulls privacy curtain.
3. **Obtains proper size restraint.**
4. Must verbalize checking straps for tears or frays.
5. Explains procedure to resident.
6. Applies restraint crossed in front.
7. **Secures restraint to moveable part of bed frame on both sides at resident's waist level so the device will not tighten or loosen when any section of the bed is raised or lowered.**
8. **Uses a secure knot that maintains proper tightness and can be released with ONE pull.**
9. Checks tightness of restraint by placing fingers between restraint and resident.
10. Leaves both side rails up.
11. Maintains respectful, courteous interpersonal interactions at all times.
12. Leaves call light or signal calling device within easy reach of the resident.
13. Identifies that hands should be washed.

Skill 24— Vital Signs - Temperature, Pulse and Respiration

1. 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 and Candidate reads and records the temperature reading on signed recording sheet. (Completing one task at a time and recording in-between temperature, pulse and respirations)
8. **Candidate's recorded temperature varies no more than .1 degree from Test Observer's.**
9. Candidate wipes thermometer clean with alcohol pad or discards sheath.
10. Locates the radial pulse by placing tips of fingers on thumb side of the resident's wrist.
11. Counts pulse for 60 seconds, or 30x2. Then records on signed recording sheet.
12. **Candidate's recorded pulse rate is within 4 beats of Test Observer's recorded rate.**
13. Candidate counts respirations for 60 sec or 30x2 and records results on signed recording sheet.
14. **The Candidate's recorded respiratory rate is within 2 breaths of the Test Observer's recorded rate.**
15. Maintains respectful, courteous interpersonal interactions at all times.
16. Leaves call light or signaling device within easy reach of the resident.
17. Identifies that hands should be washed.

Skill 25— Weighing an Ambulatory Resident

1. Identifies that hands should be washed.
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 signed recording sheet provided.
12. **Candidate's recorded weight varies no more than 2 lb. from Test Evaluator'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

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 and you will have to reapply for a new test date and repay all required testing fees.** Your test notification letter and map should be with you, although they are not required. Prior to your testing day you should check our web site to ensure that no changes have occurred in the skills since your training class completion at hdmaster.com then click on Ohio STNA. You must bring several sharpened Number 2 pencils with erasers if you are taking a paper written test. **DO NOT BRING or USE INK PENS.** Ink will not allow your scan form to be processed by the scanner.

Testing Policy

The following policies are observed at each test site—

- If you arrive late for your confirmed test, or if you do not bring appropriate ID, you will not be admitted to the test and your test fee *will NOT be refunded*. **If you NO SHOW for your testing day you will forfeit your testing fees and you will have to reapply for a new test date and repay all required testing fees.**
- **Cellular phones, beepers, blue tooth phones or any other electronic devices are not permitted during testing.**
- Candidates that enter the **testing area with a cell phone on will be asked to leave and forfeit any testing fees.**
- **Candidates may not have coats or hooded apparel on the head area during testing due to security reasons.**
- 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 (**paper or hard back-no electronic**) that you must show to the written test proctor before you start the written test.
- Candidates with long hair are asked to pull hair back to ensure that no blue tooth device is present.
- **Personal belongings must be left outside of the testing area** with the exception of several sharpened #2 pencils and a language translation dictionary if needed, which will be checked by the test proctor and test observer and can only be paper version no electronic.
- 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 Ohio Department of Health.
- **No visitors, guests, pets or children are allowed at the testing site**, if you bring visitors, guests, pets, or children you will be ask to leave and forfeit your testing fee. You must then reapply and repay for your testing
- You may not test if you have any type of physical limitation (excluding pre-arranged ADA's) that would prevent you from performing your duties as an STNA. (examples: Cast, Braces, Crutches, etc.) Call D&S immediately if you are on doctor's orders and you **must fax a doctor's order within 5 working days** of your scheduled testing day to qualify for a free reschedule.

Reschedule/Cancellation Policy

****Reschedules-** An individual may reschedule one time during the three attempt testing cycle to a new mutually agreed upon test date and site for no charge up to **24 hours from the actual testing time** (excluding Sundays and holidays). Reschedules must occur **within 60 days** of the actual testing date. If reschedules are not made within the 60 days you will be charged a \$35 reschedule fee. Any further reschedules will be **charged at the rate of \$35** which must be paid before the reschedule can occur. **No refunds will be granted after 120 calendar days**

****Cancellations-**

Cancellations MUST be faxed or emailed, no phone calls will be accepted to qualify for a full refund minus a \$24 cancellation fee. Cancellations or reschedules must be made 24 hours from the actual testing time (excluding Sundays and holidays). Any cancellations or reschedules less than 24 hours prior to the test will result in a NO SHOW STATUS FOR THE CANDIDATE. Candidate must submit a new application with payment to be scheduled. **No refunds will be granted after 120 calendar days.**

No Shows- If you are scheduled for your test and don't show up without notifying D&S DT at least 24 hours from the actual testing time (excluding Sundays and holidays) you will be considered a **NO SHOW** and **must submit a new application with all required fees to be scheduled for a new test date.** **No refunds will be granted after 120 calendar days.**

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

Car breakdown: A tow bill faxed within **48 hours** of the test date, if we do not receive proof within 48 the hour time frame you will remain a No Show.

Medical emergency: Doctor notes within **5 working days**, if we do not receive proof within the 5 working day time frame you will remain a No Show.

Death in the family: Obituary's for **immediate family only** within **14 business days** from a missed test date otherwise you will remain an No Show.

Test Dispute- If you dispute your test results, a step-by step explanation of skill steps demonstrated must be faxed, emailed, or sent to D & S within 10 days of your test event.

Security

Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law, will be recorded as a test failure, and will not be allowed to retest for a minimum period of six months. Study materials or any form of electronic devices 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 agencies and **suspended from testing for six months.**

Test Results

Test results will be available on line at hdmaster.com, emailed to you if you provided your email address on your application and you will receive a copy of your test results in the mail. Your training programs will also be receiving a copy of your test results.

After you have successfully passed both the Written/Oral Test and Skill Test, you will be placed on the Ohio nurse aide registry and receive a certification notice from D&S DT along with a laminated wallet ID card. If you fail, you must reapply to retake the STNA test. Procedures for reapplying and detailed test diagnostics are included with failure notification letters.

Test results are now available online at www.hdmaster.com, click on Ohio STNA then on-line test results 2-3 days after testing with a paper test or within 24 hours with electronic testing excluding holidays and Sundays.

The Registry

The Ohio nurse aide registry maintains information regarding the status of state tested nurse aides in Ohio. 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 Ohio nurse aide registry with questions about lapsed certification and transfer of certification to or from another state.

Sample Questions

The following questions are samples of the kinds of questions that you will find on the written/oral test. Check your answers to these questions using the answer box below.

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

Written Practice Test

Available on our web site at www.hdmaster.com we offer a free written test question of the day and a free ten question online practice test. You may also purchase complete practice tests that are randomly generated, based on your State test plan, and each practice test taken will be unique. A mastery learning testing method is used. This means candidates must get the question they are on correct before they may move onto the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single or group practice test purchase plans are available. Visit www.hdmaster.com for more details.

On-line Test Notifications

SCHEDULED TEST NOTIFICATIONS CAN BE ACCESSED ON THE WEB SITE HOME PAGE @ hdmaster.com. ENTER YOUR SOCIAL SECURITY # AND STATE.

Please click [here](#) to see where and when your next test is scheduled.

Licensing/Certification	Software	Hardware/Networking
		

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

FIRST TIME TESTERS

- 1. FORM 1402
- 2. FORM 1101

3. COPY OF TRAINING CERTIFICATE OR TRANSCRIPTS

4. Applicable PAYMENT OPTION

REPEAT TESTERS

1. FORM 1402

2. COPY OF D&S DT RESULTS LETTER (FORM 1301) or Thomson failure notice

3. Applicable PAYMENT OPTION

Ohio Written Test Vocabulary List

abandonment	body language	cyanotic
abdominal thrust	body mechanics	death and dying
abduction pillow	body temperature	decubitus ulcer
abuse	bone loss	dehydration
acceptance	bowel program	demanding resident
accidents	break time	dementia
activities	breathing	denial
adaptive devices	burnout	dentures
adduction	burns	dependability
ADL	call light	depression
admission	cancer	developmental process
admitting resident	cane	diabetes
affected side	cardiac arrest	diabetic
aging process	cardiovascular system	dialysis
alternating pressure mattress	care impaired	diastolic
Alzheimer's	care plan	diet
ambulation	cast	dietitian
amputees	cataracts	digestion
anger	catheter care	discharging resident
antiembolic stockings	cc's in an ounce	disinfection
anxiety	central nervous system	disoriented
aphasia	cerebral vascular accident	disoriented resident
apical	charge nurse	disposing of contaminated materials
appropriate response	chest pain	dizziness
arteries	choking	DNR
arthritis	chronic	documentation
aseptic	circulation	dressing
aspiration	clarification	droplets
assistive device	cleaning up of spills	drowsy
atrophy	clear liquid diet	dry skin
attitudes	clergy	dying
axillary temperature	cold compress	dysphagia
back strain	combative resident	dyspnea
bacteria	comfort care	dysuria
bargaining	communicable	edema
basic needs	communication	elastic stockings
basic skin care	compensation	elevate head
bathing	competency evaluation program	elimination
bathing resident	confidentiality	emergency procedures
bed cradle	confused resident	emesis basin
bed height	congestive heart failure	emotional needs
bed position	constipation	emotional support
bed rest	constrict	empathy
bedpan	contact isolation	emphysema
behavioral care plan	contaminated hands	ethics
biohazard	contamination	extremity
bladder training	contracture	eye glasses
blindness	converting measures	facility policy
blood pressure	COPD	falls
blood pressure reading	coping mechanisms	fatigue
bodily fluids	cueing	faulty equipment
body alignment	CVA	fecal impaction
body fluids	CVA resident	feeding

fingernail care
fire
fire safety
flatus
flexed
fluid intake
Foley catheter
foot board
foot care
foot drop
Fowler's position
fracture pan
fractures
fraud
free from disease
frequent urination
gait belt
gastrostomy tube
geriatrics
germ transmission
gerontology
gestures
gloves
grieving process
group settings
hair care
hallucination
hand tremors
hand washing
health-care team
hearing aid
hearing impaired
hearing loss
heart
heart muscle
height
Heimlich maneuver
hemiplegia
hospice care
hydration
hypertension
ice bag
ileostomy
immobility
immune system
impairment
incontinence
indwelling catheter
infection
infection control
initial observations
input and output
in-service programs
insulin
intake and output
integumentary system
interpersonal skills
isolation
jaundice
job description
job responsibilities
laxatives
life support

lift/draw sheet
linen
liquid diet
listening
low sodium diet
making occupied bed
mask
Maslow
measuring height
measuring temperature
mechanical soft diet
medical asepsis
medical record
medications
memory loss
mentally impaired
microorganisms
minerals
mistakes
mistreatment
mobility
money
morning care
mouth care
moving
Multiple Sclerosis
muscle spasms
musculoskeletal system
NA role
nail care
nasal cannula
neglect
non-contagious disease
nonverbal communication
NPO
nursing assistant's role
nutrition
objective
occupied bed
official records
ombudsman
oral care
oral hygiene
oral temperature
orientation
oriented
osteoporosis
overbed table
oxygen
pain
paralysis
paranoia
Parkinson's
partial assistance
partial bath
passive
pathogens
patience
perineal care
personal belongings
personal care
personal hygiene
personal items

personal protective equipment
personal stress
phone etiquette
physical needs
physical therapist
physician's authority
plaque
policy book
positioning resident
positive attitude
post mortem care
postural supports
pressure ulcers
preventing falls
preventing injury
privacy
progressive
projection
prostate gland
prosthesis
protective equipment
providing privacy
psychological needs
pulse
quadriplegia
radial
radial pulse
ramps
range of motion
rationalization
rectal
reddened/discolored area
rehabilitation
religious service
reminiscing
reporting
reposition resident
resident abuse
resident belongings
resident identification
resident independence
resident rights
resident unit
residents
resident's bill of rights
resident's chart
resident's environment
respectful treatment
respirations
respiratory symptoms
respiratory system
responding to resident behavior
restorative care
restraints
resuscitation
right to equal care
rights
saliva
scabies
scale
secretions
security
seizure

self-esteem
sensory system
sexual activity
sexual expression
sexual harassment
sexual needs
sharps container
shaving
shearing of skin
simple fracture
skin integrity
slander
smoking
social needs
soiled linen
specimen
spilled food
spills
spiritual needs
stages of grief
standard precautions
state survey
stereotypes
sterilization
stethoscope
stomach
stress

stroke
subjective
suicide
sundowning
supine
supplemental feedings
suspected abuse
swelling
systolic
tachycardia
TED hose
telephone etiquette
temperature
tendons
terminal illness
threatening resident
tips
toenails
toileting schedule
transfers
treating residents with respect
tub bath
tube feeding
tubing
twice daily
tympanic temperatures
unaffected

unconscious
unethical behavior
uniform
unopened mail
unsteady
urethral
urinary catheter bag
urinary problems
urinary system
urine
urine specimen
vaginal drainage
vision change
vital signs
vitamins
vomitus
walker
wandering resident
water faucets
water intake
weakness
weighing
weight
wheelchair safety
white blood cells
withdrawal

NOTES:

